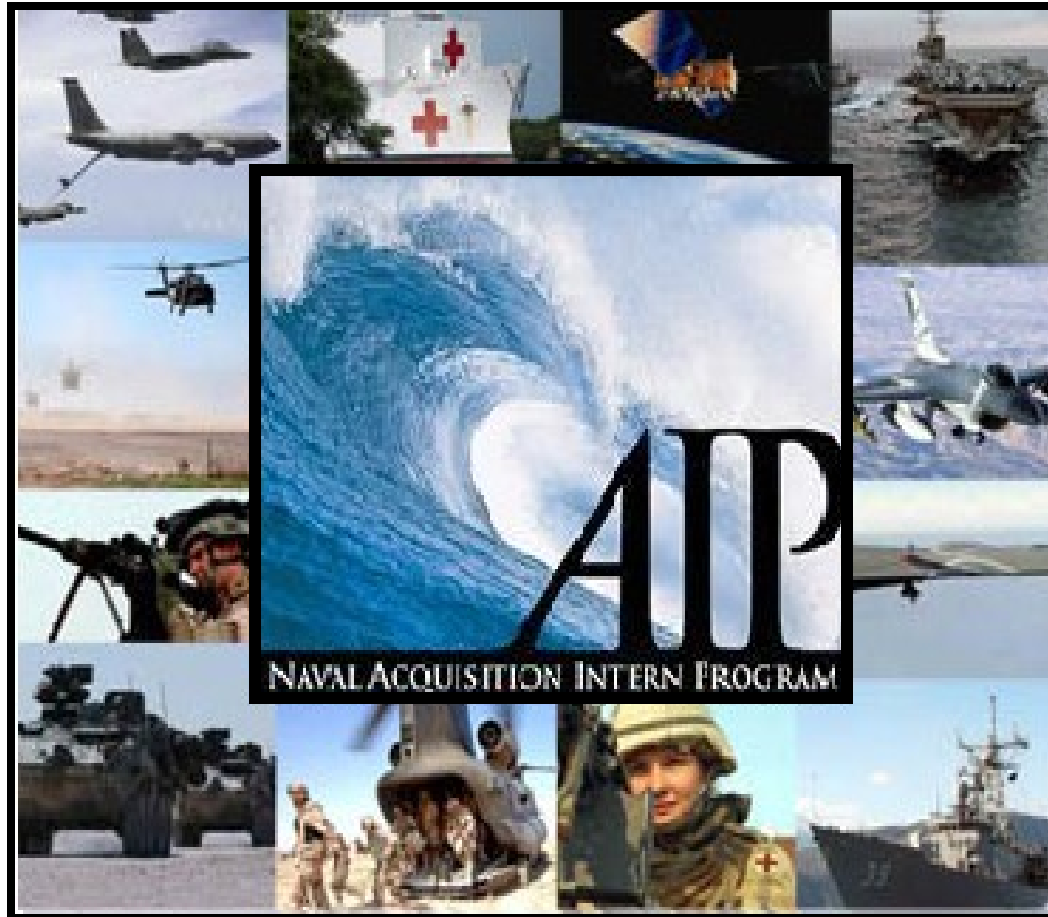


# NAIP Quick Reference Guide

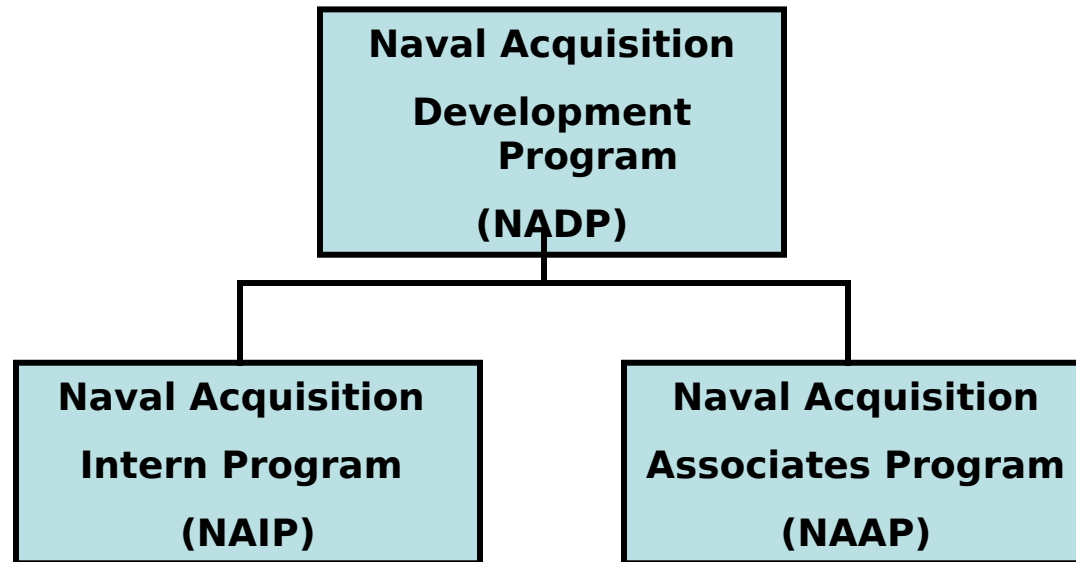


**Developing Tomorrow's Acquisition Workforce Leaders**

**2010-2011**

The purpose of the NAIP Quick Reference Guide is to orient interns to the NAIP by providing quick access to important, helpful information.

The NADP Operating Guide and the NADP website provide the official policy and guidance on the topic matter contained herein.



The Naval Acquisition Career Center now manages two Naval Acquisition Development Programs

(NADP), the Naval Acquisition Intern Program (NAIP) and the Naval Acquisition Associates

Program (NAAP). The NAIP and the NAAP are both designed to provide the Navy and Marine

Corps with Acquisition Professionals. The following quick reference guide is for members of the

NAIP. The NAIP, however, is under the NADP umbrella and is governed by the NADP Operating

## **7 Steps to Success in the NAIP**

1. Routinely check the NADP Website Bulletin Board Announcements located under “Hot News Items.”

**[https://acquisition.navy.mil/rda/home/career\\_management/naval\\_acquisition\\_development\\_program\\_nadp](https://acquisition.navy.mil/rda/home/career_management/naval_acquisition_development_program_nadp)**

2. Read and adhere to the following policy documents:
  - NADP Operating Guide for policy and guidance
  - Joint Travel Regulations (JTR)
3. Focus on your Individual Development Plan (IDP) and the NAIP Mission.
4. Assume responsibility for clear communication.
5. Take responsibility for your own career.
6. Network with other NAIP interns.
7. Present yourself professionally.

**We recognize your potential and want to help you achieve it!**

**SUCCESS IN  
THE NAIP**

# ACRONYMS

|                       |                                                                    |               |                                                      |
|-----------------------|--------------------------------------------------------------------|---------------|------------------------------------------------------|
| <b>ACM</b>            | ASSISTANT CAREER MANAGER                                           | <b>HRO</b>    | HUMAN RESOURCE OFFICE                                |
| <b>APC</b>            | ACQUISITION PROFESSIONAL COMMUNITY                                 | <b>HRSC</b>   | HUMAN RESOURCE SERVICE CENTER                        |
| <b>ASN (RD&amp;A)</b> | ASSISTANT SECRETARY OF NAVY<br>RESEARCH, DEVELOPMENT & ACQUISITION | <b>IAW</b>    | IN ACCORDANCE WITH                                   |
| <b>AWTAP</b>          | ACQUISITION WORKFORCE TUITION<br>ASSISTANCE PROGRAM                | <b>IDP</b>    | INDIVIDUAL DEVELOPMENT PLAN                          |
| <b>CFM</b>            | CAREER FIELD MANAGER                                               | <b>LDTA</b>   | LEAD DEFENSE TRAVEL ADMINISTRATOR                    |
| <b>CM</b>             | CAREER MANAGER                                                     | <b>LWOP</b>   | LEAVE WITHOUT PAY                                    |
| <b>CSR</b>            | CAREER SERVICE REPRESENTATIVE                                      | <b>MDP</b>    | MASTER DEVELOPMENT PLAN                              |
| <b>DACM</b>           | DIRECTOR OF ACQUISITION CAREER<br>MANAGEMENT                       | <b>NACC</b>   | NAVAL ACQUISITION CAREER CENTER                      |
| <b>DAU</b>            | DEFENSE ACQUISITION UNIVERSITY                                     | <b>NADP</b>   | NAVAL ACQUISITION DEVELOPMENT<br>PROGRAM             |
| <b>DAWIA</b>          | DEFENSE ACQUISITION WORKFORCE<br>IMPROVEMENT ACT                   | <b>NAIP</b>   | NAVAL ACQUISITION INTERN PROGRAM                     |
| <b>DON</b>            | DEPARTMENT OF NAVY                                                 | <b>NAAP</b>   | NAVAL ACQUISITION ASSOCIATES<br>PROGRAM              |
| <b>DTS</b>            | DEFENSE TRAVEL SYSTEM                                              | <b>NMCI</b>   | NAVY MARINE CORPS INTRANET                           |
| <b>EOD</b>            | ENTRANCE ON DUTY                                                   | <b>POC</b>    | POINT OF CONTACT                                     |
| <b>GAL</b>            | GLOBAL ADDRESS LIST                                                | <b>PR</b>     | PLACEMENT REPRESENTATIVE                             |
| <b>GS</b>             | GENERAL SCHEDULE                                                   | <b>SPRDE</b>  | SYSTEMS PLANNING RESEARCH<br>DEVELOPMENT ENGINEERING |
|                       |                                                                    | <b>SYSCOM</b> | SYSTEMS COMMAND                                      |

## Overview

- The Master Development Plan (MDP) is a baseline starting document for new employees. The MDP is the actual template for your plan and it doesn't become the Individual Development Plan or IDP until it is filled in and tailored to an individual employee and signed.

- Individual Development Plans (IDPs) have long been used in government as a tool to help employees develop their skills, further their office's mission, and achieve their career goals. The IDP is a requirement for all NAIP employees.

[https://acquisition.navy.mil/rda/home/career\\_management/naval\\_acquisition\\_development\\_program\\_nadp/interns\\_associates\\_cims/official\\_forms/career\\_management/master\\_development\\_plans](https://acquisition.navy.mil/rda/home/career_management/naval_acquisition_development_program_nadp/interns_associates_cims/official_forms/career_management/master_development_plans)

- MDPs for your respective career field can be found using the following link:

**MASTER  
DEVELOPMENT  
PLANS (MDPs)**

## **Overview**

The Master Development Plan becomes the Individual Development Plan (IDP) when it is tailored to an individual intern. The IDP is a personalized version of a career field MDP designed to meet the specific needs of the target position and employee.

## **Timelines**

- Within 45 days of an employee's EOD date, each employee is responsible for developing the substance of his or her own IDP and then agreeing on its contents with the supervisor and/or Career Field Manager (CFM).
- The IDP should be reviewed annually (at a minimum) with your supervisor and/or CFM.
- The IDP should be kept on file at your local command. This document will never need to be submitted to the NACC.

## **IDP Contents:**

## **Overview**

- The IDP Summary is a one page overview of the requirements needed to graduate from the NAIP. Most of these requirements are NACC funded.
- The NAIP IDP Summary outlines appropriate career field requirements to perform at the journeyman level.
- Respective IDP Summaries are posted on the NADP website under Current Interns/Official Forms/Career Management/NAIP IDP Summaries.

## **Timelines**

- The IDP Summary must be submitted to the NACC ACM on the following dates:

- Within 45 Days of EOD
- 1 Year Anniversary

- 90 Day Prior to Graduation [

### **NAIP IDP SUMMARIES**

- The IDP and IDP Summary should be submitted to your supervisor and/or CFM annually and submitted

with your  
required times.

# SAMPLE IDP SUMMARY

## Sample IDP Summary

- This is a sample of the new one page IDP Summary for Contracting interns. All IDPs look similar but may have different requirements.
- Before submitting, please fill in as much information as you are able. Please do not fill in future dates for training.
- Please ensure you have read and understand the NADP Operating Guide. It contains the procedures and guidance for Commands, Interns and NACC staff with respect to the NAIP and is a living document.

## Things to Remember:

- You DO NOT need to submit the Multi-Page IDP to NACC.
- Ensure that you know your promotion and graduation dates.
- Work with your Career Field Manager (CFM) to develop your Multi-Page IDP and NAIP IDP Summary.
- Ensure your IDP Summary is submitted to NACC with your acknowledgement, as well as your supervisor and/or CFMs' signature.

### NAIP IDP SUMMARY CONTRACTING (CON)

|             |             |          |
|-------------|-------------|----------|
| Name:       | Location:   | Command: |
| Start Date: | Supervisor: | CFM:     |

#### 1. Competency Development:

As assigned by host command on local IDP

#### 2. ACDP

|                   | Date |
|-------------------|------|
| <u>ACDP 1</u>     |      |
| <u>ACDP 2</u>     |      |
| <u>Graduation</u> |      |

#### 3. Rotational Assignment Plan (2 Required)

| <u>Command/Location</u>                 | <u>Planned Dates</u> | <u>Date Completed</u> |
|-----------------------------------------|----------------------|-----------------------|
| Internal:                               |                      |                       |
| External:<br>(NACC FUNDED, NTE 59 DAYS) |                      |                       |

#### 4. DAWIA Training Requirements (as listed by [www.dau.mil/catalog](http://www.dau.mil/catalog))

| <u>Certification</u> | <u>Date Completed</u> |
|----------------------|-----------------------|
| Level 1              |                       |
| Level 2              |                       |

#### 5. Other Training Requirements

| <u>Training</u>                                         | <u>Date Completed</u> |
|---------------------------------------------------------|-----------------------|
| Acquisition Intern Leadership Development (AILD) Course |                       |
| Technical Training Course (Command Funded)              |                       |
| NACC Conference                                         |                       |

Please submit an updated IDP Summary with new signatures and dates to NACC ACM:

- Within 45 days of EOD
- 1 year anniversary date
- 2 year anniversary date (2.5 and 3 year interns only)
- 90 days prior to graduation

The signatures below acknowledge that you have read the policies outlined in the NADP Operating Guide and are aware of the NAIP requirements in accordance with the Master Development Plan.

|                        |                       |       |
|------------------------|-----------------------|-------|
| Intern Print Name:     | Intern Signature:     | Date: |
| Supervisor Print Name: | Supervisor Signature: | Date: |
| CFM Print Name:        | CFM Signature:        | Date: |
| NACC CM Print Name:    | NACC CM Signature:    | Date: |



|                                          | Contracting                                                    | Life Cycle Logistics                | Facilities Engineering                       | SPRDE                               | BUS-CE                                                                   | BUS-FM                              |
|------------------------------------------|----------------------------------------------------------------|-------------------------------------|----------------------------------------------|-------------------------------------|--------------------------------------------------------------------------|-------------------------------------|
| <b>DAWIA TRAINING</b>                    | See DAU for Career Field Course Requirements for Certification |                                     |                                              |                                     |                                                                          |                                     |
| Level I                                  | <input checked="" type="checkbox"/>                            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>          | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> See MDP for Level 1 & 2 requirements | <input checked="" type="checkbox"/> |
| Level II                                 | <input checked="" type="checkbox"/>                            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>          | <input checked="" type="checkbox"/> | <input type="checkbox"/>                                                 | <input type="checkbox"/>            |
| <b>Rotational Assignments</b>            |                                                                |                                     |                                              |                                     |                                                                          |                                     |
| Internal                                 | <input checked="" type="checkbox"/>                            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>          | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>                                      | <input checked="" type="checkbox"/> |
| External                                 | <input checked="" type="checkbox"/>                            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>          | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>                                      | <input checked="" type="checkbox"/> |
| External                                 | <input type="checkbox"/>                                       | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>          | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>                                      | <input checked="" type="checkbox"/> |
| <b>Senior Project</b>                    |                                                                |                                     |                                              |                                     |                                                                          |                                     |
| Required                                 | <input type="checkbox"/>                                       | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>          | <input type="checkbox"/>            | <input type="checkbox"/>                                                 | <input type="checkbox"/>            |
| Optional (see CFM)                       | <input checked="" type="checkbox"/>                            | <input type="checkbox"/>            | <input type="checkbox"/>                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>                                      | <input checked="" type="checkbox"/> |
| <b>Other Training</b>                    |                                                                |                                     |                                              |                                     |                                                                          |                                     |
| Intern Conference                        |                                                                |                                     |                                              |                                     |                                                                          |                                     |
| 1st Year Interns                         | <input checked="" type="checkbox"/>                            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>          | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>                                      | <input checked="" type="checkbox"/> |
| Management Training Course (AILD)        | <input checked="" type="checkbox"/>                            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>          | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>                                      | <input checked="" type="checkbox"/> |
| Program Review                           | <input type="checkbox"/>                                       | <input checked="" type="checkbox"/> | <input type="checkbox"/>                     | <input checked="" type="checkbox"/> | <input type="checkbox"/>                                                 | <input type="checkbox"/>            |
| Professional Conf.                       | <input type="checkbox"/>                                       | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> Optional | <input type="checkbox"/>            | <input type="checkbox"/>                                                 | <input type="checkbox"/>            |
| Technical Training Course(s)             | <input checked="" type="checkbox"/>                            | <input type="checkbox"/>            | <input checked="" type="checkbox"/>          | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>                                      | <input checked="" type="checkbox"/> |
| See MDP for Formal Training Requirements |                                                                |                                     |                                              |                                     |                                                                          |                                     |

## NACC Actions

- Provide Command with graduation notice about 60 days in advance and confirm pick up date.
- Contact Command and confirm that they are picking up the intern on time.
- Ensure graduation requirements have been met.
- Process RPA to convert intern from Excepted Service to Career Conditional.

## COMMAND Actions

- Verify with CSR that the intern is getting picked up on specified graduation date.
- Process RPA to pick up intern the day following the graduation date.
- To request SF 75 information, contact HRSC-SE at:  
[HRSCSE\\_Records\\_Branch@navy.mil](mailto:HRSCSE_Records_Branch@navy.mil)
- If intern is being picked up by a command other than homeport, that command must verify pick-up date with CSR.

## **Highlights**

- Complete the 'Traveler Course' under DTS Training:

[http://www.defensetravel.dod.mil/Training/DTS/Training\\_Main.cfm](http://www.defensetravel.dod.mil/Training/DTS/Training_Main.cfm)

- DO NOT purchase your own airfare ticket.
- Encourage Interns to carpool when attending training with other NACC interns.
- Keep ALL receipts for travel settlement, including receipts under \$75.
- Limit ATM use as ATM fees add up quickly.
- Gas money expended for personal trips while on travel will not be reimbursed.
- If lodging is not booked through Defense Travel System (DTS), put location and cost of lodging arrangements in comments to the

## **Traveling Using DTS**

- Verify with Lead Defense Travel Administrator that NACC routing has been set up.
- Create travel authorization in DTS at least 2 weeks prior to travel start date.
- If flying, must select government contract flights.
- Validate approvals and airfare prior to departing.
- Print out orders and carry them with you while on travel.
- Submit travel voucher in DTS within 5 business days of returning.
- DTS Help Desk: 1-888-435-7146

**See Travel Training Brief on NADP Website for further instruction**

## **Before going on Travel, make sure you do the following:**

- Submit required documentation to CFM in a timely manner so it can be submitted to NACC at least 60 days in advance.
- CFM will submit to NACC for approval.
- Obtain approval from NACC Career Manager.
- Submit DTS travel authorization at least 2 weeks prior to travel start date.
- Obtain approved travel orders via DTS.
- Print your orders and carry with you while TDY.
- If flying, check DTS and ensure tickets have been paid for.
- Make sure your Government Credit Card is activated prior to departure.
- For rotations, complete and submit a visit request to NACC within 2 weeks of your departure day. In addition, this completed form needs to be attached and submitted with your DTS authorization. (See Security & Visit Request Tab.)
- Turn on your “Out-of-Office Assistant” in MS Outlook and put an extended absence greeting on your voicemail.

## **While on Travel, make sure you do the following:**

- Save ALL of your receipts.
- Contact your CSR before making any changes to your travel arrangements.

## **Upon Return from Travel:**

- Process your travel voucher in DTS within 5 days after your return.
- Turn off your “Out-of-Office Assistant” in MS Outlook and remove your extended absence greeting on your voicemail.

## DTS Travel Authorization Checklist

|                                      |                                                                                                                                                                                               |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>2. Government Credit Card</b>     | You must have a GOVCC if you are traveling.                                                                                                                                                   |
| <b>3. Review Dates of Travel</b>     | A. If travel for Rotation and longer than 45 days, ensure partial payments are selected.<br>B. For Rotations, you should depart on a Monday and return on a work day.                         |
| <b>4. Review Transportation</b>      |                                                                                                                                                                                               |
| IF POV                               | Did you include parking fees and mileage?                                                                                                                                                     |
| IF AIR                               | Did you include baggage Fees and transportation to/from Airport?<br>Did you select the Government Fare?                                                                                       |
| IF RENTAL CAR                        | Did you include parking fees and gas?                                                                                                                                                         |
|                                      | If "No" to any of the above, you must include remarks to the Approving Official.                                                                                                              |
| <b>5. Review Lodging</b>             | A. Are Hotel Taxes Included? (If BOQ, not applicable) Estimate \$25.00 per day.<br>B. If no cost for Lodging - must include comments to the Approving Official.                               |
| <b>6. Review of "Other Expenses"</b> | A. Parking (If POV or Rental Car)<br>B. Laundry (If traveling >5 days)<br>C. Hotel Taxes (When not staying in BOQ)<br>D. Tolls (if necessary)<br>E. Shuttle/Taxi (If no POV or no Rental Car) |

## ROTATIONAL ASSIGNMENT

**Read the NADP Operating Guide, Section 6.4 for further guidance.**

### Highlights

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- Required documentation is due to NACC 60 days in advance.
- The rotational assignment is a requirement of the MDP.
- Rotations generally should not cross fiscal years.
- NACC funds rotational assignments in accordance with the MDP.
- Rotational assignments should be performed within the local commuting area whenever possible.
- Rotational assignments outside of the Department of the Navy are extremely rare.
- Rotational assignments must be clearly defined.
- See the NADP Operating Guide for special instructions regarding rotations outside of the

### Rotational Assignment Checklist

- ☐ Read Section 6.4 of the NADP Operating Guide prior to submitting documentation to NACC.
  - ☐ Submit appropriate Package to Career Field Manager (CFM) via email.
- Please include:
- Rotation Description (if applicable)
  - IDP page signed by Homeport CFM and Rotation site CFM
- ☐ CFM emails completed package to NACC for endorsement 60 days in advance.
  - ☐ Upon NACC endorsement, intern creates travel orders in DTS at least 2 weeks prior to travel start date.
  - ☐ Complete and submit a visit request to NACC within 2 weeks of your departure date. In addition, this completed form needs to be attached and submitted with your DTS authorization.

## **Things You Need to Know**

- NACC funded rotational assignments will not exceed 59 days in length.
- Commands can pay for additional rotation time from day 60-120.
- Under no circumstances will one rotational assignment last longer than 120 days in total length.
- Lodging costs paid for by the NAIP will not exceed the per diem allowance.
- All Interns on rotational assignments are required to submit lodging receipts that reflect the total amount paid by the Intern for billeting at each rotational assignment.
- If you have any questions on how to execute your rotational assignment please call your NACC Career Manager (CM).
- If you have travel policy questions, call your NACC Career Service Representative (CSR).
- NACC will allow back-to-back rotations. Any intern who is authorized to complete two NACC funded external rotational assignments as documented in the Career Field Master Development Plan may combine both rotations together for a total of 119 days at one location.
- For travel purposes, back-to-back rotations will be on one travel order. However for

**The Register Now Website Offers the following:**

- Ability to Search and Apply for Defense Acquisition University (DAU) Training.
- Ability to Update Student Profile.
- Ability to Request DAU Student Travel Funds.
- Ability to Request Cancellations.
- Ability to Resend Approval Request Emails.
- Register for Career Field Certification.
- Register for Continuous Learning.

(All personnel in DAWIA positions must have 80 CLPS every 2 years.)

NOTE: DAU classes begin filling in May for the upcoming fiscal year. Please apply ASAP for mandatory certification courses. All pre-requisites must be met prior to applying for courses.

**Navy Register-Now Support Team:**

For assistance with Register-Now, please contact an eDACM Support Specialist by doing the following:

- Log into the eDACM site: <https://www.atrrs.army.mil/channels/navyedacm/Login/Login.aspx>
- Place your mouse on the blue 'Help' button, located on the tool bar.
- Click on 'Contact Us'
- An email will automatically be generated based on your sub-UIC to the appropriate Support Specialist.



**Highlights:**

Once you receive a reservation in a DAU class for which you are eligible for DAU centralized travel funding you will:

- Receive a reminder email at 45 and 30 days prior to class start date with instructions to complete your travel worksheet.
- Receive your travel orders within 30 days of your class start date, once the appropriate Course Manager has reviewed your travel worksheet.
- Print and review all attachments provided with your travel orders.
- Have your supervisor sign block 18 of your travel order.
- Carry your travel orders with you to class.
- Do not travel without travel orders. If you have not received them, please call to check.

**Upon Return from DAU Centrally Funded Travel:**

- Submit your travel claim to your local/servicing PSD or DFAS for settlement.
- Do NOT use DTS to file your claim.
- When your claim has been settled, email a copy of your complete settlement package to [dautravel3@navy.mil](mailto:dautravel3@navy.mil). If a scanner is not available, please fax a copy of your complete settlement package to 717-605-2295.

## Non-DAU and Non-AWTAP Training

### Highlights:

- Need to submit a signed SF-182 (do not include travel costs on this form) along with the following:
  - Supervisor's signature in Section D
  - Course description
  - Printed version of course cost
  - IDP Page noting the requirement being fulfilled
  
- All tuition requests must reach NACC at least 60 days in advance.

### Things You Need to Know:

- Intern is responsible for sending approved SF-182 to vendor (i.e. College). Please do not send to vendor without approval signatures and a line of accounting.
- Please email PDF version of tuition request to CSR.
  
- Do not submit last minute tuition requests.
  
- CSRs cannot make corrections on SF-182. If cancelling or requesting correction to SF-182, please submit a new signed form with only the corrected amount and check the appropriate status in Box B.

## **Highlights**

- The Acquisition Workforce Tuition Assistance Program (AWTAP) is designed for an entire degree or certificate program.
- It is paid “up front” - not as tuition reimbursement after courses are completed.
- AWTAP pays most mandatory fees but excludes materials that could become student property such as textbooks, computers, calculators, etc.
- AWTAP will fund only one degree per employee; Program Length cannot exceed 5 years.
- Annual limit - \$6,300.00.
- Additional information regarding AWTAP is available on the Register-Now Website.  
<https://www.atrrs.army.mil/channels/navyedacm/Login/Login.aspx>
- When ready for course registration you must request a SF 182 form through the Register-Now system. This should be done up to 60 days prior to or up to 15 days after the course start date. (Intern will not be reimbursed if SF182 is submitted more than 15 days after course start date.)
- You must provide course grades to your Register-Now Support Specialist within 30 days of the course completion.

## **In order to qualify for AWTAP**

- **Intern must be making progress towards DAWIA certification and supervisor must validate.**
- IDP must be on file at NACC.
- Intern must meet minimally acceptable performance standards.
- Intern must not be pending disciplinary action.
- School must be accredited by an agency approved by the United States Department of Education.

## **AWTAP WILL fund:**

- Courses in the fiscal year in which they start
- Mandatory prerequisite courses
- General electives
- Online/intranet access fees
- College equivalency assessments
- Portfolio assessments

## **AWTAP WILL NOT fund:**

- Courses or education beyond the Masters degree level
- Non-credit courses
- Application and graduation fees
- Entrance examination fees
- Public internet access fees
- Parking, Travel, and lodging expenses.
- Courses completed or in process at the time of acceptance into AWTAP
- Courses for which other reimbursement has been or will be obtained.
- Materials that are student property
- Late or delinquent fees incurred by the student

## **Continued Enrollment is Contingent Upon:**

- Undergraduate courses must be completed with a grade of “C” or better.
- Graduate level courses must be completed with a grade of “B” or better.
- Reimbursement will be required of AWTAP participants who fail, withdraw, or do not earn and document the minimum grade for funded courses.
- Students are required to provide grades for all coursework on their approved AWTAP education plan.

# Naval Acquisition Intern Program GS Compensation Plan

| GS                                              | Pay Schedule/Education                                                                                                     | Base Salary      | Program Length |
|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|------------------|----------------|
| <b>NAIP – All positions except 8XX and 1550</b> |                                                                                                                            |                  |                |
|                                                 | Bachelors Degree with Superior Academic Achievement(SAA) or 1 year specialized experience equivalent to the GS-5 level     | (GS-7/1)         | 3              |
|                                                 | Masters Degree (directly related)                                                                                          | (GS-9/1)         | 2              |
| <b>NAIP – Engineer (8XX)</b>                    |                                                                                                                            |                  |                |
|                                                 | Bachelors Degree; with Superior Academic Achievement(SAA) or 1 year specialized experience equivalent to the GS-5 level    | VARIES (GS-7/10) | 2.5            |
|                                                 | Bachelors Degree with; 2 years of related graduate education or 1 year specialized experience equivalent to the GS-7 level | VARIES (GS-9/3)  | 2              |
|                                                 | Masters Degree (directly related)                                                                                          | VARIES (GS-9/6)  | 2              |
| <b>NAIP – Computer Scientist (1550)</b>         |                                                                                                                            |                  |                |
|                                                 | Bachelors Degree; with Superior Academic Achievement(SAA) or 1 year specialized experience equivalent to the GS-5 level    | VARIES (GS-7/10) | 3              |
|                                                 | Bachelors Degree with; 2 years of related graduate education or 1 year specialized experience equivalent to the GS-7 level | VARIES (GS-9/3)  | 2              |
|                                                 | Masters Degree (directly related)                                                                                          | VARIES (GS-9/6)  | 2              |

- Check the OPM Website for the most up-to-date pay tables:

<http://www.opm.gov/>

**COMPENSATION**

## TIME & ATTENDANCE

- All interns/associates will use the Standard Labor Data Collection and Distribution Application (SLDCADA) to input their time and attendance.
- Your time and attendance/type hour code (THC) must be entered in SLDCADA NLT the second Thursday of the pay period.
- To log into SLDCADA please go to [www.sldcada.disa.mil](http://www.sldcada.disa.mil) and click on V22 login.
- Interns and associates having problems with SLDCADA should first contact their supervisor/certifier. If their supervisor/certifier can not resolve the problem then they should go to their command/activity SLDCADA POC. If their local command/activity SLDCADA POC can not resolve the issue, then the command/activity SLDCADA POC will contact NACC for assistance. If NACC can not resolve the issue, we will, as SLDCADA administrators, contact the SLDCADA help desk for assistance.
- All new interns/associates must remain on an 8 hour work schedule for their first pay period. Please do not request a change to your work schedule until after the first pay period has been processed.

## Things You Need to Know:

- The NACC Payroll Guidance is available at the following url, under 'Policy & Guidance'  
[https://acquisition.navy.mil/rda/home/career\\_management/naval\\_acquisition\\_development\\_program\\_nadp/interns\\_associates\\_cfms](https://acquisition.navy.mil/rda/home/career_management/naval_acquisition_development_program_nadp/interns_associates_cfms)
- The [Reimbursable Overtime and Awards Information Sheet](#) is available at the following url, under 'Policy & Guidance'  
[https://acquisition.navy.mil/rda/home/career\\_management/naval\\_acquisition\\_development\\_program\\_nadp/interns\\_associates\\_cfms](https://acquisition.navy.mil/rda/home/career_management/naval_acquisition_development_program_nadp/interns_associates_cfms)

Ensure you are using the correct form (NAIP vs. 852). Reimbursable cash awards and funding document questions should be directed to the Financial Management Analyst at NACC. NAIP 717- 605-1797 or 852 NAIP/NAAP 717-605-1767.

### NACC SLDCADA Administrator:

- NAVAIR - Phone: 717-605-8642
- NAVSEA - Phone: 717-605-2668
- NAVFAC/NAVSUP/MARCOR/SPAWAR/ALL OTHERS - Phone: 717-605-2724

## **What is the Common Access Card (CAC)?**

The CAC is a DoD smartcard issued as standard identification for military personnel, civilian employees, and eligible contractor personnel. The CAC is used as a general identification card and is required to log in to DoD computers, web-based DoD applications, and certain DoD facilities.

## **How do I obtain a CAC?**

Your Homeport Supervisor or Command Activity Field Representative should ensure that the proper paperwork is completed prior to your arrival in order to obtain a Navy Marine Corps Intranet (NMCI) account for you. This is the first step in providing you with access to government computers.

The process for obtaining your CAC does not begin until you have reported for your first day of work.

## **Step 1: Complete the DD 1172-2 with your Supervisor**

Your Supervisor, Career Field Manager, or the Local Command security office, can provide you with the paperwork (Form DD 1172-2) needed to get your CAC. You and your Supervisor will need to complete the form.



## **Step 2: Make an appointment to visit the CAC issuance office**

Once the paperwork has been completed, you will need to make an appointment to visit the CAC issuance office by booking an appointment online at: <https://es.cac.navy.mil/>

(Your Supervisor, Command Activity Field Representative, or other designee can assist you with the online appointment process, as you will be unable to log on to your computer at work prior to getting your CAC.)

## **Step 3: Contact NMCI Helpdesk for “First Time User Set-up”**

After obtaining your CAC and signing on to your computer for the first time, you will need to contact the Navy Marine Corps Intranet (NMCI) Helpdesk at (866-843-6624) to have them guide you through the “First Time User Set-Up.” This set up process will ensure that your system certificates (ID, Signature, and Encryption) are registered on your computer and that your Microsoft Outlook e-mail is set-up properly. It should be noted, that you will have to re-register your system certificates any time you permanently change computers.

**Note: The process for obtaining a CAC can be lengthy (2-4 weeks). Please be patient and work with your supervisor to obtain your CAC in a timely manner.**

**Remember to carry your CAC when you leave your area or your command for**

## How to Obtain a Visit Request:

1. Contact the POC for the travel event and determine the security requirements of the event.
2. Download Visit Request Form from the NADP Website under 'Official Forms.'
3. You will need the following information regarding the site you'll be visiting:
  - a. Full address
  - b. Security POC  
(Name, Phone #, Fax #, and SMO Code)
  - c. Dates of Visit (From, To)
  - d. Reason for Visit
  - e. Level of Security Access needed
  - f. Your Name, Grade, and Phone #
4. Return via Email or Fax to: 717-605-1199
5. For questions, please contact:

### **Visit Request Link:**

717-605-1354

717-605-2548

717-605-2546

[https://acquisition.navy.mil/rda/home/career\\_management/naval\\_acquisition\\_development\\_program\\_nadp/interns\\_associates\\_cfms/official\\_forms/career\\_management](https://acquisition.navy.mil/rda/home/career_management/naval_acquisition_development_program_nadp/interns_associates_cfms/official_forms/career_management)

## When are they required?

When traveling outside of your Host Command:

1. Rotational Assignments
2. Special Projects
3. Meetings
4. Contractor Visits

## **Things to Remember:**

1. Please submit Visit Requests at least two weeks in advance of the event whenever possible.
2. If using DTS, please attach and submit the completed form with your DTS authorization.
2. Make sure the Visit Request is 100% complete; incomplete Visit Request forms will not be processed.

## **Conflict Resolution Process**

1. Define the problem.
2. Generate possible solutions.
3. Evaluate the solutions.
4. Make the decision.
5. Determine how to implement the solution.
6. Assess the success of the solution.

\*Always collaborate to produce a win-win solution.

## **Work as a Team**

- There is no "I" in TEAM.
- Be a team player.
- Have a clear goal and results-driven structure.
- Avoid negativity, instead use constructive criticism.

## **Communicate Effectively**

- Most communication is based upon nonverbal cues, while only a small percentage is words.
- Ask questions and paraphrase to ensure you understand.
- Show interest during communication.
- Provide positive and constructive feedback.

***The greatest problem in communication is the illusion it has been accomplished.***

- Daniel W. Davenport

**Listed below are a few proven leadership principles that will separate you from your peers.**

- Honesty - always tell the truth.
- Integrity - doing the right thing even when no one is watching! Think about it!
- Inspire - when subordinates are inspired the job is practically done.
- Delegate Authority-But not responsibility - a leader can and should delegate authority but the leader has the responsibility. Subordinates own their work and leaders check and double check to ensure the work is accomplished to standard.
- Lead by Example - It's so easy to talk the talk. Good leaders also walk the walk. Don't expect subordinates do what you can't do or refuse to do.
- Learn Constantly - Good leaders never quit learning. Leaders regularly do self-awareness, recognize shortcomings and improve upon them.
- Build strong leaders around you - Recognize the potential in others and then help them achieve it.

**“If your actions inspire others to dream more, learn more, do more and become more, you are a leader.”**

- Commit names to memory.
- Know and follow your chain of command.
- Always address someone by his or her title and last name unless you are instructed otherwise.
- Be on time. Remember: 5 minutes early is on-time, on-time is late.
- Do not enter or leave a room during a presentation.
- Silence your cell phone during meetings and presentations.
- Treat people with respect.
- Cultivate an image of professionalism.
- Show people honest and sincere appreciation.
- When making an introduction, be professional and sincere, use a firm handshake, and keep a mental note of personal details.
- Keep business cards on hand for networking.
- Always follow up after meeting new contacts.
- Remember: There's only one chance to make a good first impression!

# PROFESSIONAL ETIQUETTE

## Women

### What is Professional Dress?

- Well tailored suit in traditional colors (navy blue, gray, or black)
- Cotton or Silk blouse in a conservative color
- Low to medium heeled, leather shoes
- Never wear open toe shoes.



### What to avoid:

- Athletic shoes, flip-flops, strappy sandals
- Jeans and T-shirts
- Anything that is wrinkled, ripped, torn or stained, tight fitting, or too revealing.



### What is Business Casual?

- Dress Slacks, skirts, dresses, khakis, Capri's
- Tailored blouse or shirt
- Conservative shoes



## Men

### What is Professional Dress?

- Well tailored suit in traditional colors (navy blue, gray, or black)
- Long sleeve, button down shirt
- Conservative Tie
- Leather Shoes, wing tip or loafer style



### What is Business Casual?

- Slacks, suit pants, khakis
- Dress shirt (tie optional), polo shirt
- Leather shoes



### What to avoid:

- Athletic shoes, flip-flops, sandals
- Jeans and T-shirts
- Anything that is wrinkled, ripped, torn or stained.



1. Know the difference between “To” and “CC”
  - The people you include in the “To” field should be those you expect to read and take action on the message.
  - The people you include in the “CC” field should be those who have a need to know. Note the “CC” should be used sparingly.
  - “BCC” should be used even more sparingly.
2. Keep messages brief and to the point.
3. Avoid discussing multiple subjects in a single message.
4. Reply to emails in a timely manner.
5. Avoid using text message shorthand.
6. Use all caps sparingly and be mindful of your tone.
7. Avoid replying to a message in anger.
8. Avoid using email to criticize others.
9. Before you “Reply to All” make sure everyone needs to know first.
10. Do not forward chain letters.
11. The “High priority” flag should be reserved for messages that are truly urgent.
12. Use your spell checker.
13. Include a signature with your contact information.
14. Re-read your email before you send it.
15. Be mindful of PII and digitally encrypting emails



# DEPARTMENT OF THE NAVY CODE OF ETHICS

## **DO**

- 
- 
- 
- Place loyalty to the Constitution, the laws, and ethical principles above private gain.
  - Act impartially to all groups, persons, and organizations.
  - Give an honest effort in the performance of your duties.
  - Protect and conserve Federal property.
  - Disclose fraud, waste, and abuse, and corruption to appropriate authorities.
  - Fulfill in good faith your obligations as citizens, and pay your Federal, State,

## **DO NOT**

- Use nonpublic information to benefit yourself or anyone else.
- Solicit or accept gifts from persons or parties that do business with or seek official action from DOD (unless permitted by an exception).
- Make unauthorized commitments or promises that bind the government.
- Use Federal property for unauthorized purposes.
- Take jobs or hold financial interests that conflict with your government responsibilities.
- Take actions that give the appearance that they are illegal or unethical.

- Comply with all laws providing equal opportunity to all persons, regardless of their race, color, religion, sex, national

## **Professional Development**

- USDA Graduate School: <http://www.grad.usda.gov/>
- NMCI Homeport Training: <https://www.homeport.navy.mil/training/>
- Navy Knowledge Online (NKO):  
<https://wwwa.nko.navy.mil/portal/home>

## **Travel**

- Travel Regulations: <http://www.defensetravel.dod.mil/>
- Per Diem:  
<http://www.defensetravel.dod.mil/perdiem/perdiemrates.html>

## **Personnel Information (SF-50's)**

- DCPDS: <https://compo.dcpds.cpms.osd.mil/>  
-Information will be found under “My Biz”
- Total Workforce Management Site

## **Federal Benefits Information**

- **NACC does not handle benefits. For information regarding benefits, please visit:**  
**<https://www.civilianbenefits.hroc.navy.mil/contacts.asp>**

**DON Benefits Line: [1-888-320-2917](tel:1-888-320-2917)**

- **The DCPDS Portal provides access to the following links:**
  - My Pay
  - EBIS
  - TSP
  - OPM Homepage**Link: <https://compo.dcpds.cpms.osd.mil/>**
- **For more information on Federal benefits, please visit:**  
**<http://www.public.navy.mil/donhr/Benefits/>**

## POINTS OF CONTACT

| COMMAND     | CAREER<br>MANAGER (CM) | ASSISTANT<br>CAREER<br>MANAGER (ACM) | CAREER SERVICES<br>REPRESENTATIVE<br>(CSR) |
|-------------|------------------------|--------------------------------------|--------------------------------------------|
| NAVAIR      | 717-605-2887           | 717-605-1570                         | 717-605-6484                               |
| NAVSEA      | 717-605-2279           | 717-605-1782                         | 717-605-3852                               |
| MCORPS      | 717-605-2652           | 717-605-1782                         | 717-605-2601                               |
| MSC         | 717-605-2652           | 717-605-1782                         | 717-605-2601                               |
| IPO         | 717-605-2652           | 717-605-1782                         | 717-605-2601                               |
| NCCA        | 717-605-2652           | 717-605-1782                         | 717-605-2601                               |
| ONR         | 717-605-2652           | 717-605-1782                         | 717-605-2601                               |
| NAVSUP/NELO | 717-605-2652           | 717-605-1782                         | 717-605-2601                               |
| NAVFAC      | 717-605-2652           | 717-605-1570                         | 717-605-2601                               |
| SPAWAR      | 717-605-2652           | 717-605-1570                         | 717-605-2601                               |
| SSP         | 717-605-2652           | 717-605-1570                         | 717-605-2601                               |
| OPNAV       | 717-605-2652           | 717-605-1570                         | 717-605-2601                               |
| OPTEVFOR    | 717-605-2652           | 717-605-1570                         | 717-605-2601                               |

## Your CM or ACM is the primary contact for the following:

1. Providing guidance concerning career

management.

2. Rotational Assignments
3. Training Requests
4. Graduation Requirements (IDP Completion)
5. Promotions

Note: The Career Manager (CM) is the final endorsing authority for rotations, training, IDPs, etc.


































### REMINDERS:

- Use the NADP website (i.e. Operating Guide) as a resource.
- When contacting your CM, ACM, or CSR, please keep in mind that they are responsible for over 1500 employees. They will respond to your email and telephone inquiries in a timely manner.
- Please do not leave a message or email more than one person for the same issue. This can cause confusion and delay in resolving your issue.
- Please contact your CM, ACM, or CSR only, unless otherwise directed.

## Your CSR is the primary contact for the following:

1. Processing tuition and travel requests
2. Coordinating travel for training and education requirements.
3. Obtaining tuition assistance for training requirements.
4. Updating personal information (i.e. changes to phone numbers, email address)

# MILITARY INSIGNIAS AND CIVILIAN

| Civilian<br>Equivalents | Navy Rank                              | Marine Corp<br>Rank                | Navy & Marine<br>Corp Insignia                                                       | Navy Shoulder<br>Insignia                                                             | Navy Sleeve<br>Insignia                                                               |
|-------------------------|----------------------------------------|------------------------------------|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <b>GS- 7</b>            | Ensign (ENS)                           | Second<br>Lieutenant<br>(2nd LT)   |    |    |    |
| <b>GS-8- 9</b>          | Lieutenant<br>Junior Grade<br>(LTJG)   | First<br>Lieutenant<br>(1st LT)    |    |    |    |
| <b>GS-10-11</b>         | Lieutenant (LT)                        | Captain<br>(CAPT)                  |    |    |    |
| <b>GS-12</b>            | Lieutenant<br>Commander<br>(LCDR)      | Major (MAJ)                        |    |    |    |
| <b>GS-13-14</b>         | Commander<br>(CDR)                     | Lieutenant<br>Colonel<br>(LT COL)  |    |    |    |
| <b>GS-15</b>            | Captain<br>(CAPT)                      | Colonel (COL)                      |    |    |    |
| <b>SES</b>              | Rear Admiral<br>(lower half)<br>(RDML) | Brigadier<br>General<br>(BRIG GEN) |    |    |    |
| <b>SES</b>              | Rear Admiral<br>(upper half)<br>(RADM) | Major General<br>(MAJ GEN)         |   |   |   |
| <b>SES</b>              | Vice Admiral<br>(VADM)                 | Lieutenant<br>General<br>(LT GEN)  |  |  |  |
|                         | Admiral (ADM)                          | General<br>(GEN)                   |  |  |  |
|                         | Fleet Admiral*<br>(FADM)               | N/A                                |  |  |  |

# ENLISTED INSIGNIA OF THE UNITED STATES ARMED FORCES

E-1

E-2

E-3

E-4

E-5

E-6

E-7

E-8

E-9

## NAVY



SEAMAN  
RECRUIT



SEAMAN  
APPRENTICE



SEAMAN



PETTY  
OFFICER  
THIRD CLASS



PETTY  
OFFICER  
SECOND  
CLASS



PETTY  
OFFICER  
FIRST CLASS



CHIEF  
PETTY  
OFFICER



SENIOR  
CHIEF  
PETTY  
OFFICER



MASTER  
CHIEF PETTY  
OFFICER



MASTER CHIEF  
PETTY  
OFFICER OF  
THE NAVY

## MARINES

(no insignia)

PRIVATE



PRIVATE  
FIRST CLASS



LANCE  
CORPORAL



CORPORAL



SERGEANT



STAFF  
SERGEANT



GUNNERY  
SERGEANT



FIRST  
SERGEANT



MASTER  
SERGEANT



SERGEANT  
MAJOR

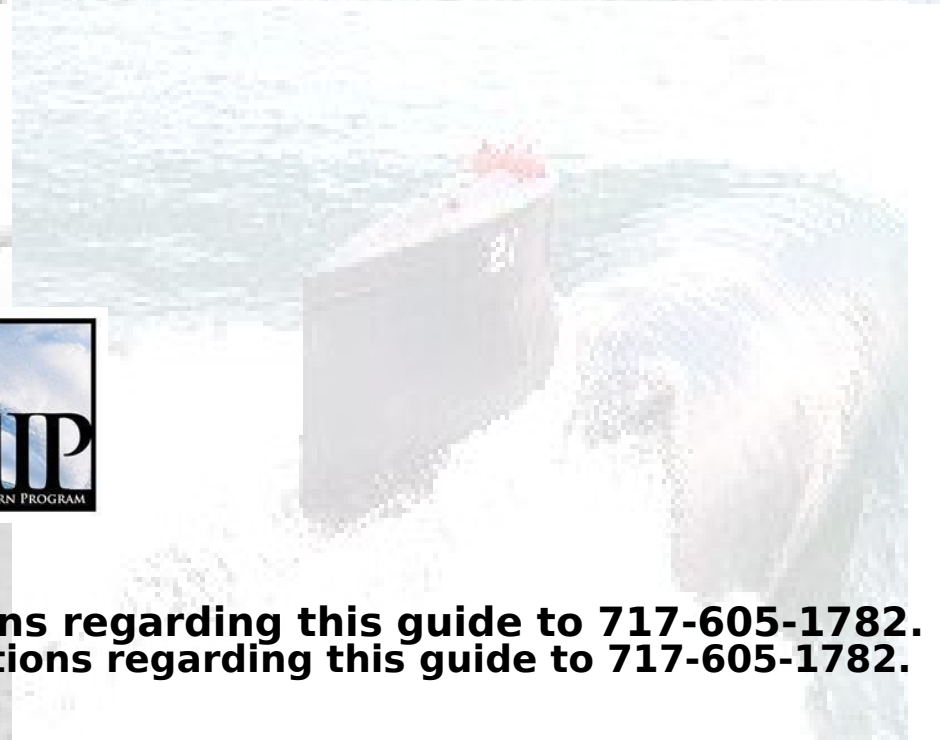


MASTER  
GUNNERY  
SERGEANT



SERGEANT  
MAJOR OF THE  
MARINE CORPS

NAVY/MARINE  
CORP ENLISTED  
RANKS



**Please provide comments and suggestions regarding this guide to 717-605-1782.**  
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